



2021 APAAC Annual Legal Assistant Conference

May 21, 2021



Leadership & Service with Integrity



2021 APAAC Annual Legal Assistant Conference



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Conference Schedule

8:20 a.m. – 8:30 a.m.	OPENING REMARKS / AWARD NOMINEE RECOGNITION <i>Elizabeth Burton Ortiz, Executive Director, APAAC</i>
8:30 a.m. – 8:45 a.m.	KEYNOTE SPEECH - SAVING A COUNTY ATTORNEY'S OFFICE FROM CATASTROPHE, OR REMEMBERING THAT STAFF ARE THE FOUNDATION FOR EVERYTHING <i>Laura Conover, County Attorney, Pima County Attorney's Office</i>
8:45 a.m. – 8:50 a.m.	RECOGNITION OF LEGAL ASSISTANT OF THE YEAR & LIFETIME ACHIEVEMENT AWARD WINNERS <i>Elizabeth Burton Ortiz, Executive Director, APAAC</i>
8:50 a.m. – 10:20 a.m.	MOTIVATION IN CHALLENGING TIMES <i>Megan Lively, Statewide Resource Victim Witness Legal Assistant, North Carolina Conference of District Attorneys</i> <i>Kimberly Overton Spahos, Chief Resource Prosecutor, North Carolina Conference of District Attorneys</i>
10:20 a.m. – 10:30 a.m.	BREAK
10:30 a.m. – 12:00 p.m.	BRADY V. MARYLAND & ARIZONA'S STATEWIDE INTEGRITY DATABASE <i>Elizabeth Burton Ortiz, Executive Director, APAAC</i> <i>Ryan Green, Deputy County Attorney, Maricopa County Attorney's Office</i>
12:00 p.m. – 1:15 p.m.	LUNCH
1:15 p.m. – 2:45 p.m.	LEGISLATIVE UPDATE & PUBLIC RECORDS REQUESTS <i>Rebecca Baker, Legislative Liaison, Maricopa County Attorney's Office</i>
2:45 p.m. – 3:00 p.m.	BREAK
3:00 p.m. – 4:30 p.m.	VICTIMS' RIGHTS COMPLIANCE <i>Colette Chapman, Victims' Rights Compliance Administrator, Arizona Attorney General's Office</i> <i>Kirstin Flores, Executive Director, Office of Victim Services, Arizona Attorney General's Office</i>

Presenter Biographies



Laura Conover
Pima County Attorney
Keynote Speaker

Laura Conover has a unique perspective on Southern Arizona's criminal justice system. She was elected as the Pima County Attorney in 2020. As the third woman to hold the Office, second defense attorney, and first victims' rights attorney, she has assembled a diverse senior leadership team and plans to revolutionize operations.

Reform, transparency, and accountability are Laura's core objectives. She endeavors to reform cash bail, end all use of capital punishment, divert cases of substance use and mental illness to treatment, and protect people with vulnerable immigration statuses. She is fortifying units in Conviction & Sentencing Integrity

and Fraud & Consumer Protection to safeguard against unethical and exploitative behaviors. She is building the first adult restorative justice program in the state.

Laura was raised in Tucson and earned her undergraduate and law degrees from the University of Arizona, and is proud to serve the community she calls home.



Rebecca Baker
Legislative Liaison
Maricopa County Attorney's Office

Rebecca Baker is a Deputy County Attorney with the Maricopa County Attorney's Office (MCAO). Rebecca began her career at MCAO in 2000 prosecuting general felony offense before specializing in sex offenses and crimes against children. She currently serves as the Legislative Liaison.

Rebecca is an Arizona native and graduated from Arizona State University and the University of Arizona College of Law.

Presenter Biographies

(continued)



Colette Chapman
Victims' Rights Compliance Administrator
Arizona Attorney General's Office

Colette Chapman has served as the State Victims' Rights Compliance Administrator for the Arizona Attorney General's Office since 2011. Responsible for investigating victims' rights complaints and auditing agencies throughout Arizona that provide mandated victim services, she has become a leading expert in victims' rights laws, the provision of mandated victims' rights and best practices. Ms. Chapman is involved with the Arizona Attorney General's Office, Victims' Rights Advisory Committee (VRAC) legislative subcommittee and is the Chair of the VRAC misdemeanor subcommittee.

Ms. Chapman has a BS in Sociology with a Minor in Psychology and received her M. Ed. in Counseling. Her professional work history and areas of expertise include investigations and compliance monitoring.



Kirstin Flores
Executive Director, Office of Victim Services
Arizona Attorney General's Office

Kirstin Flores, Executive Director, Office of Victim Services, AZ Attorney General's Office
Kirstin holds a BA in Sociology and a Master's of Arts in Organizational Management. After developing her administrative leadership skills in the public health sector, she was hired by the Attorney General's Office of Victim Services (OVS) as the State Victims' Rights Administrator in 2000. In that role she became well versed in victims' rights laws, implementation, best practices, and compliance. In 2012, Kirstin moved into the role of Executive Director for the OVS where she oversees the victim advocacy component of

the office, statewide victims' rights compliance, victims' rights training, and administration of the Victims' Rights Fund. Her efforts were nationally recognized when the team she leads received the 2017 United States Department of Justice Crime Victims' Rights Award for "outstanding efforts to advance or enforce victims' rights." As a long-time member of the Arizona Coalition for Victim Services, the Governor's Commission to Prevent Violence Against Women, the AZ Supreme Court's Commission on Victims in the Courts, the AZ Attorney General's Task Force Against Senior Abuse and the Chair of the Attorney General's Victims' Rights Advisory Committee, among others, Kirstin is continually working collaboratively to further compliance with victims' rights statewide.

Presenter Biographies

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Ryan Green
Deputy County Attorney
Maricopa County Attorney's Office

Ryan was born and raised here in Arizona. After attending college and law school out of state, he moved back home to begin a career in public service. He has been a prosecutor with the Maricopa County Attorney's Office since October of 2001. During the course of his career, he has worked in several different positions or bureaus. Ryan began in the preliminary hearing bureau, worked briefly in the probation violation bureau, and then spent three years in a general felony trial group. In 2005, he moved to the Gang Bureau where he served for nine and a half years. In 2014, he was transferred to the Capital Litigation Bureau where he handled death penalty cases. In October of 2017, Ryan began working as the Bureau Chief in the Training and Development Bureau. Finally, in February of 2020, Ryan became the Division Chief of the Training and Post-Conviction Division.



Megan Lively
Statewide Resource Victim Witness Legal Assistant
North Carolina Conference of District Attorneys

Megan Lively graduated from East Carolina University with a bachelor's degree in Criminal Justice in December 2004. She began working in the Wake County District Attorney's Office as a Victim Witness Legal Assistant in February 2005. She assisted prosecution in Domestic Violence court, Felony District Court rotation and ended her time at the DA's office in the Special Victims Unit. While working with child sexual/physical victims she served on the Multi Disciplinary Team in an effort to serve the child victim in the most seamless way possible. As a victim witness legal assistant Megan assisted many victims navigate their way through the criminal justice process. Throughout those 8 years she assisted with capital murder cases and other homicides. In October of 2012, Megan went to work in a new position at the Conference of District Attorneys. The main goal for creating this position was to focus on training the Administrative Professionals in the DA's office. Megan spends her days providing technical assistance to the staff in the DA's offices, identifying & implementing training topics, talking to victims of crime and explaining the criminal justice process. Megan lives in Raleigh with her husband Matt, two children, Claire and Charlie Ann and boxer boy Davis.

Presenter Biographies

(continued)



Elizabeth Burton Ortiz
Executive Director
Arizona Prosecuting Attorneys' Advisory Council

Elizabeth Burton Ortiz has a Bachelor of Science degree in Economics, a Master of Arts in Political Science, and a Juris Doctor. After graduating from law school, Ms. Ortiz clerked at the Arizona Court of Appeals. Ms. Ortiz then joined the Maricopa County Attorney's Office, in Phoenix, Arizona, where she prosecuted cases for sixteen years. During that time, Ms. Ortiz served as a Bureau Chief in Juvenile, Pretrial, Charging, and Appeals. In 2009, Ms. Ortiz joined the Arizona Prosecuting Attorneys' Advisory Council ("APAAC") as the Senior Staff Attorney, and was subsequently named Executive Director. In addition to her APAAC duties, Ms. Ortiz is a sworn special prosecutor in several Arizona counties, and continues to carry a criminal caseload. Ms. Ortiz is co-chair of the Arizona Governor's Commission to Prevent Violence Against Women and chair of the State Bar of Arizona Public Lawyers Executive Council. She serves as a board member for the National Association of Prosecutor Coordinators, the National District Attorney's Association, the Arizona Forensic Science Academy, the Arizona Supreme Court's Commission of Victims in Court, the State Bar of Arizona Board of Legal Specialization, and the State Bar of Arizona Criminal Law Executive Council. Ms. Ortiz teaches extensively throughout Arizona, the United States, and in Mexico on a wide variety of legal topics, and is a facilitator for the *Lessons From the Holocaust: What You Do Matters* course.

Presenter Biographies

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Kimberly Overton Spahos
Chief Resource Prosecutor
North Carolina Conference of District Attorneys

A prosecutor, trainer, teacher, speaker and facilitator, Kimberly Overton currently serves with the North Carolina Conference of District Attorneys as the Chief Resource Prosecutor where she provides technical assistance, education and training to prosecutors, law enforcement and other criminal justice and allied professionals. Before coming to the Conference of District Attorneys in 2003 as North Carolina's first Traffic Safety Resource Prosecutor, Kimberly served as an Assistant District Attorney in Halifax County, NC working in both district and superior court. As an Assistant District Attorney and currently as a Special Prosecutor, Kimberly has handled all types of cases ranging from traffic tickets to homicide. During her tenure as North Carolina's Traffic Safety Resource Prosecutor, Kimberly developed a collaborative model program. Authoring several prosecution manuals, law enforcement resource materials and quick reference guides, Kimberly gained national acclaim for the Traffic Safety Resource Prosecutor program yielding her recognition from various organizations and a two-year prosecution fellowship with the National Association of Prosecutor Coordinators (NAPC) and the National Highway Traffic Safety Administration. Kimberly has served as faculty for thousands of courses sponsored by numerous criminal justice organizations throughout the world. Lecturing in more than 40 states and 3 countries, she has been instrumental in the creation of an "out of the box" approach to curriculum development and course production. As guest lecturer at Wake Forest and North Carolina Central law schools and adjunct professor for a Prosecution Advocacy course at the Norman Adrian Wiggins School of Law at Campbell University, Kimberly understands the need to promote a grassroots, ground level approach to criminal justice issues and solutions. As a regular keynote speaker and visiting lecturer at Police Training Academies, Community Colleges, Technical Institutes and Universities throughout the country, she frequently educates students and community organizations regarding criminal justice matters. More recently, Kimberly has been focusing on leadership development curriculum and courses. Additionally, Kimberly serves on the Professionalism Committee for the Wake County Bar Association, the Executive Board for the National District Attorneys Association, the Standards Committee for the American Bar Association (ABA), as Advisory Committee Chairman of NC MADD, and as the NAPC Highway Safety Committee Chairman. She previously served on the North Carolina Bar Association (NCBA) Board of Governors and the Criminal Justice Section as a Past Chair, the Executive Board for the North Carolina Victim Assistance Network, International Association of Chemical Testing Ethics Committee Chairman, a member of the North Carolina Joint Legislative Taskforce on Fraud Against Older Adults and on the Discovery Task Force for the ABA. Most recently, Kimberly was awarded the NCBA Peter S. Gilchrist Award for extraordinary service as a prosecutor, contributions to the criminal justice system of North Carolina, and to the legal profession. She also served her community as a past Executive Board member with the Woman's Missionary Union of NC.

2021 APAAC Annual Legal Assistant Conference Award Nominees



Dana Barney
Legal Assistant Project Specialist
Arizona Attorney General's Office

Senior Legal Assistant Dana Barney is known as a tireless legal assistant who is always willing to help her coworkers, and last year, she exceptionally demonstrated those qualities. Dana supports two attorneys with large and varied caseloads. On top of her already busy workload, Dana assumed the responsibilities of managing the AGO's Brady Committee, including scheduling meetings and maintaining the information. Dana has provided her extraordinary support and unwavering dedication to the Attorney General's Office (AGO). Dana supports her assigned attorneys with the utmost professionalism in high-profile and complex felony prosecutions. She is proficient in multiple technologies and exhibits excellent initiative and problem-solving skills.



Tamara Bilotti
Paralegal
Pinal County Attorney's Office

Tamara continually goes above and beyond what her position entails and is the epitome of a "team player". Tamara is always willing to assist when another paralegal needs help or is out. Her ability to step in for any paralegal and quickly get caught up with their cases is amazing. Tamara brings a spirit of positivity. She's upbeat, doesn't complain when assigned additional responsibilities, and lifts morale through her positive attitude. I can't say enough about how much Tamara is appreciated for all her hard work. Tamara's dedication and willingness to help truly makes a big difference. Her positive attitude and "can-do" nature are instrumental in the day-to-day success here at the Pinal County Attorney's Office, which is why she's an excellent nominee. Tamara is a tremendous asset, and we are grateful to have her.

2021 APAAC Annual Legal Assistant Conference Award Nominees (continued)



Cecelia Sudekum
Paralegal
Maricopa County Attorney's Office

Cecelia Sudekum works in the Trial Division at the Maricopa County Attorney's Office. This year, during the coronavirus pandemic, she assisted her attorneys in conducting two separate jury trials involving violent offenders. Her work on those trials included creating trial exhibits, obtaining, and reviewing jail calls on short notice, and reviewing body worn camera video. Despite the complexity of her work, she manages to stay caught up while still finding time to volunteer to assist other paralegals. She regularly attends training sessions and provides helpful insights into office policies and procedures that have officewide impact.

2021 APAAC Annual Legal Assistant Conference Lifetime Achievement Award Nominees



**Jennifer Gluck
Legal Assistant
Phoenix City Prosecutor's Office**

Jennifer has been with the City of Phoenix Prosecutor's Office for 21 years and exemplifies the highest standards of dedication. Throughout the years, Jennifer has made a positive impact in the Phoenix Prosecutor's Office and the community as well with her innovative thinking and problem-solving skills. She always strives to find a way to get the job done more accurately, quickly and efficiently. Jennifer's suggestions on improving workflow are always well thought out and never compromise the work produced. Jennifer's research and investigation skills are top notch. She reviews each case she works on thoroughly and determines what is needed and the best process. Jennifer is a dedicated employee of the City of Phoenix Prosecutor's Office and has made numerous contributions towards achieving the goals of the Office.



**Christina Moan
Legal Assistant Project Specialist
Arizona Attorney General's Office**

Christina Moan joined the Attorney General's Office (AGO) in 2004 as a Legal Secretary in the Fraud & Special Prosecutions Section. She excelled in that position and eventually was promoted to Legal Assistant position in the Section. Christina is currently a Legal Assistant Project Specialist where she works with two prosecutors who manage heavy caseloads. She also is a mentor and trainer to the other Legal Assistants in the Section. The AGO recognizes and presents its appreciation for the service and dedication Christina has given throughout her career.

Notes

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MICHAEL B. WHITING
Apache County Attorney

